

ANNOUNCEMENT: Attorney Training for Electronic Case Filing (ECF)

On January 1, 2004, the Bankruptcy Court for the Southern District of Ohio will begin implementing the court's Electronic Case Filing (ECF) system. In order to participate in ECF, an attorney must attend one four-hour session of ECF training conducted by this court, or state that he/she has been certified by another U.S. Bankruptcy Court as an ECF filer.

Training sessions will begin on January 5, 2004, and be offered twice daily (Monday through Thursday) in Cincinnati, Columbus, and Dayton. The morning training session begins at 8:00 a.m., and the afternoon session begins at 1:00 p.m. (An application for CLE credit of 3.5 hours is currently before the Supreme Court of Ohio).

You are strongly encouraged to invite one other individual (non-attorney) from your office to attend the training session with you.

Please fill in the "Application for Attorney ECF Training" on our Web site (<http://www.ohsb.uscourts.gov>), print the complete form, and mail it to the court address contained in the application. (The form is a PDF-Form. Tab through Fields to fill in) (Alternatively, you may print out the form first, then complete it and mail it to the court.) **DO NOT** mail the "Filer Registration" form (ECF Form No. 1) (contained in the court's Administrative Procedures for Electronic Case Filing). That form will be completed by attorneys at the completion of the ECF training session.

If you indicate on your application for training that you are already qualified as an ECF filer in another U.S. Bankruptcy Court, we will notify you when to submit the "Filer Registration" form and when you may begin filing on our ECF system.